مراجعات النخبة

بنك الاسئلة ICT

المراجعة النهائية - الفصل الدراسي الثاني

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ICT



5th Primary

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Lesson 2
Digital Citizenship and Social Responsibilities

» Digital Citizenship:

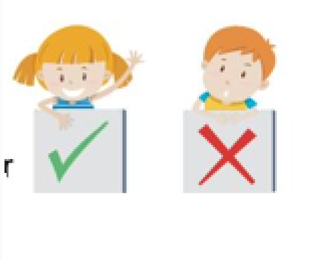
As a digital citizen, you have both rights and responsibilities.

» Rights:



1. Privacy
2. Protection from piracy
3. Ability to engage with others online
4. Provide and access information online
5. Ability to use the internet when you need to.

» Responsibilities:



1. Respect others' privacy.
2. Respect various sources.
3. Exhibit positive behaviour in your interactions with other
4. Ensure safe sharing online.

» Social Responsibility:

You can use the internet to:

1. help others via social media.
2. contribute in social activities that help solve social issues, like:
   1) Improving health care
   2) Fighting pollution
   3) Fighting the factors affecting climate change

» Corporate Social Responsibility:



Companies use the internet to help others by:

1. **addressing environmental concerns**
2. **supporting important causes.**

Many companies include CSR tasks as part of their business plans.

Lesson 4
Information Websites

» There are reliable online libraries, such as:

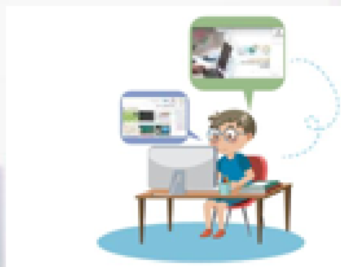
1. **The EKB**
2. **The Alexandria Digital Library**

»The Egyptian Knowledge Bank (EKB) offers:

The world's largest collection of online educational resources include.

- **Articles** **-Dictionarie** **- Encyclopedias**
- **Videos** **- Books** **- Audios** **- Interactive files**

» Helpful Website Features



Helpful websites may contain:

1. **Search engines inside the website(EKB and ADL have specialized search engines).**
2. **Menus: They help you to avoid scrolling and save time.**
3. **Icons: When clicked, they move you to other sections or webpages.**
4. **Contact and about fields: To learn more about the people involved in a website.**

5. About links: Contain taglines "pieces of information"summarizing the website's theme.

» **Website Creation**

- **Software programs like WordPress are used to create websites.**
- **Choose a blank template or pre-loaded templates.**
- **Consider the photos, videos, and font size/type.**
- **homepage: It is the first screen a visitor will see when visiting your site.**

Lesson 5

Commercial and Non-Commercial Internal Servies

Commercial Websites	Non-Commercial Websites
Purpose	
To sell products or services.	To provide information or raise awareness on an issue.
Example	
Amazon website	Egyptian Knowledge Bank

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We can get information about any product from

- Reviews
- Advertisements

1. Reviews:

- Customer reviews, which can be helpful to both the business and the customer.
- Some businesses create fake positive reviews to make their products more appealing.



Fack Review:

- Some rival businesses create fake negative reviews to prevent potential customers from making a purchase.
- A review that's overly positive or negative shouldn't be trusted.
- Extreme reactions to products aren't usually good indicators of a product.

2. Advertisements:

- Websites can use information about your online activity to place advertisements, related to your interests.



Lesson 6

Using ICT for content Creation

» **Microsoft Edge is the web browser that comes with Microsoft Windows**

» **It helps you browse, search, stream, and more.**

» **The Collections feature in Microsoft Edge**

- **It organizes research in one place and on multiple devices.**
- **You can add videos, images, text, links, notes, and entire webpages.**
- **You can export each collection to other apps, such as Excel and Word.**
- **To start a collection:**
- **Select Collections on the Toolbar ⇨ Select Start a New Collection**

» **Writing Help - Microsoft Editor**

- **Microsoft Editor is used to check for spelling and grammar.**

Microsoft Editor will highlight problems, such as

- **Sentence fragments**
- **Capitalization errors**
- **Missing or incorrect words and punctuation**

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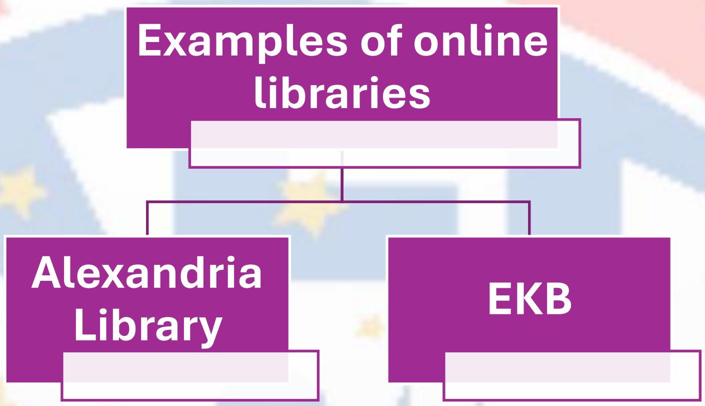
Lesson 7

How to Choose Online Seource

» **Using Sources for Research**

1. **Online Libraries:**

   They sometimes include dictionaries, thesauruses, and encyclopedias.



Creative Commons Search:

- **Offers copyright-free information.**
- **Not all Creative Commons sources are verified or accurate, so be careful.**

2. **Online Maps**

They can provide clear, accurate, and updated directions, such as Google maps.

3. **Online Museums**

They allow you to view museums digitally, also include information about each museum

4. **Specialized Search Engines:**

- **General search engines may lead you to unreliable pages or even worse, unsafe pages.**

- Specialized search engines, such as Google or Bing are very useful.

5- Meta Information of a Website:

It Includes keywords, information about the site, and its content.

>> Meta information is displayed below each link in the search engine results.

>> It allows you to read more about the site before clicking on the link.

At the bottom of the websites:

>> There is usually additional information, such as:

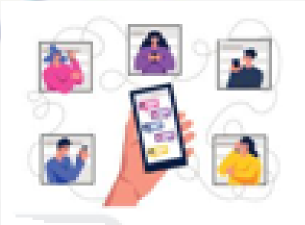
- **A copyright notice**
- **Logo**
- **Contact information**
- **Social media icons**

>> Clicking on these links can help you decide if the site is reliable or not.

Lesson 8

Choosing between Synchronous Communication and Asynchronous Communication

1) Synchronous Communication:



- **It is a real-time communication.**

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Synchronous Communication Tools

- Video chats
- Live TV shows
- Instant chat rooms

» **Synchronous communication is useful when:**

1. You are writing about a lighthearted, everyday matter.
2. When communicating with friends or family.
3. When you need an immediate or quick response.

2) Asynchronous Communication:

- It doesn't occur in real-time.
- It doesn't require an instant response.

Asynchronous Communication Tools

- Email
- Voice messages
- Text messages
- Recorded videos

» **Asynchronous communication is useful when:**

1- You are writing about serious or complicated matters.

2- When communicating with someone you don't know well.

3- When communicating with someone in authority.

4- When you don't need an answer right away (immediate answer).

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Effective Communication Tips

1- Be polite	2- Be patient	3- Be helpful	4- Be clear

Lesson 2

- How Digital Devices Work

- Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.
- **To install a program on Windows PC:** Download the program online, click file in **Downloads** folder, then follow the instructions to complete installation.
- **To install an app on Android:** Find the app on (**Google Play Store**), then click Install.
- Updates help programs to run more efficiently.
- Many programs install the necessary updates **automatically**.

note

- Some major updates require a restart.
  - **Update in Windows:**

Start button ⟶ Settings ⟶ Update and Security ⟶Windows Update

  - **Update in Android:** System → System Update

Binary Numbers System

☑ **To solve screen freezes problem:**

- **In Windows:** Press Ctrl + Alt + Del
- **In Android:** Press the power button for **30** seconds and restart.

➢ Computers use binary for efficient data storage.
➢ Binary numbers are a language understood by computers.
➢ The binary system uses 1 and 0 (1 is on, O is off).

Lesson 4

- Determining the Needs for a Digital Project

Before starting your project, discuss it in groups:

① The final product ② The tools needed ③ Assigning roles

➢ Microsoft Word is an efficient program to use when working on projects.
➢ You can set up a Word document to be edited by numerous users in different locations.
➢ Microsoft Paint can be used to save the images you create and insert them into your document.



➢ Use emails to send your work to other group members or to your teacher.

Lesson 5

- Gathering Data and Presenting Information

To add	To subtract	To multiply	To divide
+	-	*	/

①Add up numbers:

Home Tab → AutoSum →**Enter**

②Add titles to a graph/chart

Toolbar → Chart Design → Add Chart Element

③Choose the color of a graph/chart:

Toolbar → Chart Design → Format

④Choose the type of a graph/chart: Toolbar

Toolbar → Chart Design → Change Chart Type

⑤Choose the layout of a graph/chart:

Toolbar → Chart Design → Quick Layout

Digital information-handling skills			
Research information	**Collect information**	**Classify information**	**Process information**

- To research, first, define a research question. Then, use the internet or offline sources.
- You can collect data using Word or Excel (for numeric data), and pen and paper.
- Excel graphs are one example of how you can classify and provide a visual representation of data.
- Once you have researched, collected, and classified your information, you want to process it to get results.

Lesson 6
- Presenting Information in an Appealing Way.

- **In word**
- Use one or two colors, or bold a text to emphasize specific information.
- Use WordArt to make text have more impact
- **In PowerPoint**, you can use different background colors.
- Also you can insert photographs, shapes, charts, audio, and video
- You can use Movie Maker to make a film from a selection of still images.

Lesson 7
- Producing an Effective Presentation

- **Storyboard:** It is a chart that shows a sequence of content that forms a plan or outline of your presentation

Storyboard helps you to:

① organize and plan your ideas

② pre-visualize the results of a presentation

- To see an overview of your presentation, go to

View → Slide Sorter

The 10-20-30 Rule of Microsoft PowerPoint

- **10:** Number of slides up to ten
- **20:** The time of presentation no longer than 20 minutes
- **30:** The font size no smaller than 30

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Lesson 8

• Web Design Principles

Creating a Web Page

➢ **You can create your story through:**

① Website-building program

② Microsoft Word

➢ **In MS Word, to save a file as a web page:**

File → Save As → Web Page

➢ **HTML (Hypertext Markup Language):** It is the language that will be displayed on a web browser.

➢ **Headings**: should have a larger font size than the rest of the text.

➢ **Subheadings**: break up the information, they have a smaller font size than headings.

➢ **Text size:** should be suitable and smaller than subheadings.

➢ Use simple fonts so your message is not hard to read.

➢ PowerPoint and web pages can include audio and video.

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Choose the correct answer:

1- Digital citizenship is divided into ………

a. rights **b. Responsibilities**

c. a and b **d. none of them**

2- ………… is example of reliable online libraries.

a. Alexandria Digital Library

b. The Egyptian Knowledge Bank

c. a and b

d. none of them

3- Microsoft Edge can help you ………..

a. browse **b. search** **c. stream** **d. All of them**

4- Google Maps is considered ………

a. accurate **b. regularly updated online**

c. a and b **d. none of them**

5- To turn your device off, hold down the ……… button.

a. power **b. Esc** **c. enter** **d. space**

6- ……… program is used to make slideshows.

a. MS Word **b. MS Excel**

c. MS PowerPoint d. Paint

7- ……… program is used to create tables and graphs.

a. MS Word b. MS Excel

c. MS PowerPoint d. WhatsApp

8- ……… language is used to create websites.

a. WordPress b. Google c. Website d. HTML

9- You can insert ……… to make text have even more impact.

a. Save b. Word Art c. Paint Art d. Art

10- ……… is/are one of the digital tools you need to create a digital project.

a. Speed b. Co-operative

c. The Paint program d. All the previous

11- In Excel program, the formula (= A3 / B5) is used in ……… operation.

a. addition b. multiplication

c. comparison d. division

12- A PowerPoint presentation shouldn't overwhelm the audience so it should take up time that is no longer than………

a. 30 slides b. the speed of the internet

c. 20 minutes d. the speed of the processor

13- ………… is from the rights of digital citizenship.

a. Privacy

b. Protection from piracy

c. Ability to engage with others online

d. All of them

14- When downloading a file from the internet, you will find it in the ………

a. Recycle bin b. Pictures folder

d. All of them d. Downloads folder

15- …….. is a program to use when working on projects used for writing and formatting texts.

a. Word b. Excel c. PowerPoint d. Paint

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16- When creating a presentation, the font size should be………

a. difficult to read b. very small

c. easy to read d. boring

17- Many programs install necessary updates ………

a. manually b. automatically

c. directions d. none of them

18- Online maps can provide clear and accurate ………

a. engines b. schools c. directions d. none of them

19- Digital citizenship have rights, such as ………

a. privacy b. location c. keyboard d. none of them

20- The ………… program is used to create websites.

a. Photoshop b. keyboard

c. WordPress d. none of them

21- You can use ………. sign to add the values of cells in Excel.

a. + b. = c. or d. /

22- In Excel ……… is the correct formula for adding content of A2, C3 cells.

a. =A2/C3 b. =A2+C3 c. =A2=C3 d. =A2 * C3

23- In PowerPoint you can add ……… to a slide.

a. sound b. shapes c. videos d. all of them

24- To save your document as a webpage select Save as- from ……….. menu.

a. View b. File c. Design d. Home

25- ……… are a way you can get information about a product.

a. Reviews b. Advertisements

c. a and b d. None of them

26- The 10-20-30 rule is used in ……… program.

a. PowerPoint b. Outlook

c. Paint brush d. Excel

27- To see an overview of your presentation, click in view then click ………

a. Normal b. Slide Show

c. slide sorter d. Read mode

28- ………… is a web browser that comes with Microsoft Windows.

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a. Microsoft Word b. Microsoft Edge

c. a and b d. None of them

29- Asynchronous communication tools include ………..

a. live television shows b. email

c. instant chat rooms d. all of them

30- ……….. help programs to run more efficiently.

a. Installs b. Updates c. Removes d. Scans

31- When creating new email, you can attach ………

a. text file b. image file c. video file d. all of them

32- An effective presentation is just like ………

a. TV show b. story c. movie d. all of them

33- When your presentation is taking shape, look at the ……… tab

a. Home b. Design c. Review d. Layout

34- Using a large image can ……… information for your story.

a. hide. b. provide c. breakup d. ignore

35- You can use Ctrl + Alt + Del to solve the problem of screen freezes in ....

a. Windows PC b. iPhone

c. Android d. a smart watch

36- .... is/are example of online reliable sources.

a. Alexandria Digital Library b. Books

c. None of them d. Social media posts

37- The purpose of commercial websites is ....

a. selling products or services b. watching films

c. education d. artistic expression

38- Microsoft Word program is one of .... Apps.

a. Microsoft Office 365 b. Microsoft Windows

c. programming languages d. gaming platforms

39- You can put important text in .... font to make key information stand out.

a. bold b. save c. hold d. file

40- In .... you can also export each collection to other apps, such as Excel and Word.

a. Google Chrome b. Microsoft Edge

c. Internet Explorer d. All of them

41- To add numbers you must first ………

a. select all cells that contain numbers

b. select the first cell containing numbers

c. select the last cell containing numbers

d. none of them

42- We add ……… to enhance the text, provided that it is related to the displayed data and is not distracting.

a. graphics b. audio c. charts d. text

43- ……… is a tool for editing and checking for spelling and grammar.

a. Microsoft Editor b. Microsoft Edge

c. Microsoft Word d. Image viewer

44- The Egyptian Knowledge Bank is ……… website.

a. not reliable b. reliable

c. a social media site d. none of them

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45- A program that allows users to edit and modify documents through online editing feature is ....

a. PowerPoint b. Paint c. Word d. Google sheets

46- A presentation should not contain more than .... slides.

a. 10 b. 20 c. 30 d. 40

47- To install a software in Android devices, go to ....

a. Google Chrome b. Google Play Store

c. Windows d. none of them

48- .... Allow you to tell the story in a simple way.

a. Word b. Storyboard

c. Online libraries d. None of them

49- .... Use to send your work to other group members.

a. Microsoft word b. Email

c. Microsoft paint d. Google Drive

50- For collecting data you can use ....

a. Word b. pen and paper

c. paint d. both a and b

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51- Most software programs are ………… from the internet.

a. mover b. downloaded c. deleted d. copied

52- ……… tab contains the AutoSum function.

a. Layout b. Design c. Home d. Formula

53- One of the synchronous communications is ………

a. text messages b. recorded voice

c. instant chat rooms d. email

54- When the screen stops responding on a Windows computer, press ………

a. Del b. Ctrl + Alt + Del c. Alt d. Restart

55- ……… is a way to share information.

a. Pollution b. Privacy

c. Social media d. None of them

56- Protection from ……… is from your rights.

a. Piracy b. Privacy

c. both of them d. None of them

57- Online ……… sometimes include dictionaries, thesauruses, and encyclopedias.

a. museums b. maps c. libraries d. archives

58- Before opening any email attachment, you should make sure that it is ………

a. virus b. safe c. danger d. checked

59- In Android to check for updates, go to ……… then System Update.

a. System b. Search box c. Taskbar d. File

60- Subheadings have a ……… font size than heading.

a. bigger b. smaller c. larger d. the same

61- ………… are found directly with in a web page and provide results based on what you type in the field.

a. Menus b. Icons c. Search engines d. Links

62- Express your opinions in a ……… is one of social responsibility.

a. positive way b. negative way

c. both (a. and (b) d. neither (a. nor (b)

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63- The result of the equation (= A3 + B3) will be ……… in case of A3= 5 and B3=3

a. 2 b. 8 c. 15 d. 2.5

64- The Editor icon is in Word's …………

a. title bar b. scroll bar c. tool bar d. menu bar

65- In the binary number system in the computer, the number (0) means ………

a. on b. off c. one d. none of them

66- A storyboard helps you make a presentation ………

a. unorganized b. organized

c. non understandable d. confusing

67- A web page can be opened using the program ………

a. Paint b. browser c. Antivirus d. a text editor

68- Use ……… to define accurate places.

a. Online museum b. Online libraries

c. Google Maps d. A dictionary

69- It's a language that will be displayed on a web browser ………….

a. HTML b. PHP c. CSS d. Java

70- ……… is/are wonderful reference sites that allow you to view museums digitally.

a. EKB **b. Online maps**

c. Online museums **d. Online library**

71- As a digital citizen, we have …… and responsibilities.

a. Rights **b. false** **c. nice** **d. emotions**

72- One of the asynchronous communication digital tools is …………

a. video chats **b. recorded videos**

c. chat rooms **d. phone calls**

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Complete the following sentences:

(1)

(headings - Word - Meta information - WordArt - misleading)

1- In your presentation, you can insert ……… to increase the impact of your text.
2- ……… allow to read more about the site before clicking on the link.
3- Your story should have ……… that catches your audience's attention.
4- ……… is an efficient program to use when working on projects and it's used for writing and formatting texts.
5- Some reviews may be ……… Therefore, a comment that overly positivity or negativity should not be trusted.

(2)

(Google and Bing - Email - Google Maps - Amazon - Movie Maker)

1- ……… is an example of asynchronous communication.
2- Search engines, such as ……… are very useful to look for information.
3- ……… provides clear and accurate direction to the required places.
4- ………. is an example of a commercial website.
5- ……….. program is used to make a film from a selection of still images.

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(3)

(Wordpress - Privacy - Binary Numbers - Moviemaker - Power point)

1- The language understood by computer devices is called ………
2- One of Your rights as a digital citizen is …………
3- A program used to create websites is …………
4- A program used to create a presentation is …………
5- A program used to make a film from a selection of still images is ……………..

(4)

(Online maps - Microsoft Edge - WordPress - Movie Maker – Ctrl + Alt + Del)

1- Software programs like …… are used to create websites.
2- …….. is a web browser that comes with Microsoft Windows.
3- ……… provide clear and accurate directions to the required places.
4- ………… program used to make a film from a selection of still images.
5- ………… used to solve the problem of screen freeze in windows.

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(5)

(Windows - Movie maker - directions - CSR - HTML)

1- Microsoft Edge is web browser that comes with ……

2- You can use ……… to create film from a selection of still images.

3- ……… is the language that will be displayed on web browser.

4- ……… is abbreviation of Corporate Social Responsibility.

5- Online maps can provide clear and accurate ………

(6)

(Excel program - The Egyptian Knowledge Bank (EKB) - Google Maps - Microsoft Edge - Download - Google Play Store - Polite)

1- ……… offers the world's largest collection of educational resources.

2- ……… can provide clear and accurate directions.

3- ……… is used to install software to Android device.

4. To install software; click on ………

5. ……… is the web browser.

6. Whenever you're communicating, you should be ………

7. ……… is used for numeric data drawn in the form of a graph.

Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1- The presence of ……… inside the site is one of the most important features of useful websites.	a. overwhelm
2- ……… is a chart that shows a sequence of content that forms a plan or outline of your presentation.	b. real-time
3- Taking too much time in presentation will ……… the audience.	c. search engine
4- Before starting your project, you should ……… based on the strengths and interests of each individual in the group.	d. Storyboard
5- Synchronous communication is ……… communication between people.	e-assigning roles

Put (✔) or (✕):

1- synchronous communication is real-time communication between people. (   )

2- The binary system uses the values 1 and 2. (   )

3- You can't attach a document to your email. (   )

4- Helpful websites contain icons that can be clicked to reach other web pages. (   )

5- If a site is spreading false or harmful information, stop visiting that site. (   )

6- Movie Maker is used to create movies from a set of still images. (   )

7- HTML is a program for creating presentations. (   )

8- In the Windows operating system, some major updates require a restart. ( )

9- The purpose of commercial websites is to sell products or services. ( )

10- You should spread false information. ( )

11- You can't download files from the EKB to your device. ( )

12- Google Maps is considered accurate and regularly updated. ( )

13- Use Microsoft Editor to check for spelling and grammar. ( )

14- From the social responsibilities, respect the privacy of others. ( )

15- The Egyptian Knowledge Bank offers content suitable for all ages. ( )

16- The purpose of non-commercial websites is to sell products or services. ( )

17- Search engines, such as Google or Bing are very useful. ( )

18- Amazon is an example of a commercial website. ( )

19- Within each collection we can add entire web pages. ( )

20- All online information is trusted. ( )

21- Computers use binary to store data more efficiently. ( )

22- Information can be collected using Photoshop. ( )

23- We can use Paint program to create webpages. ( )

24- You can use the internet to help others via social media. ( )

25- Excel program is used to create presentations. ( )

26- You can't add shapes to slides in the PowerPoint program. ( )

27- You can't add video to collection in Microsoft Edge.( )

28- EKB offers materials that are subject to copyright. ( )

29- Downloading files from EKB to your device is not allowed. ( )

30- Google Chrome is one of the browsers that comes with Microsoft Windows. ( )

31- A PowerPoint presentation shouldn't present too much information. ( )

32- We can buy products online from non-commercial websites. ( )

33- Be polite and respectful when communicating online with others. ( )

34- You can share any videos without checking their accuracy. ( )

35- Online libraries are helpful for searching different media, such as images and videos. ( )

36- You cannot view any museum digitally. ( )

37- You can use email to send your project to your teacher. ( )

38- Microsoft Word program is not one of Microsoft Office 365 apps. ( )

39- EKB and ADL content have specialized search engines. (   )

40- You can use a collection to check the spelling and grammar. (   )

41- Paint can save images you create and insert them into document. (   )

42- Reviews are a way to get information about a product. (   )

43- Excel is used to collect numerical data. (   )

44- You cannot attach files to your message when creating new email. (   )

45- It's important to plan your work before starting.(   )

46- You should use negative words when communicating online. (   )

47- Installation of new programs is limited to devices running the Android system only. (   )

48- The Egyptian Knowledge Bank offers the world's largest collection of online educational resources.(   )

49- EKB isn't free access for all Egyptian citizens. (   )

50- Some reviews may not be entirely fake, but they may be misleading. (   )

51- You can buy products online from non-commercial websites. (   )

52- You can use Microsoft Word to make a film from a selection of still images. (   )

53- Assigning roles is based on the interests of each group member. (   )

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54- When you start creating your website, you can choose a blank template. (   )

55- Companies also use the internet to help others, by addressing environmental concerns. (   )

56- Microsoft Word is an efficient program to use when working on projects can group members work together. (   )

57- Microsoft Excel is used for gathering data and information. (   )

58- You can use the PowerPoint program to show information in an appealing way by adding audio to enhance the text. (   )

59- Helpful websites don't have search engines inside them. (   )

60- PowerPoint is used to make a storyboard to help produce an effective presentation. (   )

61- Meta information is displayed above link in the search engine results. (   )

62- Synchronous communication tools include video chat. (   )

63- The Alexandria Library is not a reliable online libraries. (   )

64- Binary numbers are a language that the computer understands. (   )

65- Word program is used to create websites. (   )

Test 1

Choose the correct answer:

1- using the internet by companies to help others, and addressing environmental causes is knowing as ……….

A. Challenges.

B. showdowns.

C. corporate social responsibility (CSR).

D. Individual responsibility.

2- Emails, voice messages, and text messages are examples of .... communication.

a. synchronous b. asynchronous

c. simultaneous d. a and c

3- One of the synchronous communication digital tools is……………

a. video chat

d. b and c b. email

c. recorded videos d. none of them

4. From the examples of specialized search engines……..

A. Bing. B. Word.

C. Excel. D. Paint

5- From synchronous communication tools…………..

A. Email.

B. Instant chat rooms.

C. Recorded video.

D. Google search engine

Put (✔) mark in front of the correct statement and (✕) mark in front of the wrong statement:

1- The Egyptian Knowledge Bank provides many free various educational materials. ( )

2- The Egyptian Knowledge Bank is considered from the reliable online websites. ( )

3- The Egyptian Knowledge Bank website provides the ability to download files to your device. ( )

4- The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. ( )

5- Protection from piracy on the internet is from Digital citizenship rights. ( )

6- The Internet is used to improve health care provided to citizens. ( )

7- Respecting others' privacy is from the digital citizenship responsibilities. ( )

8- The Internet contributes to social activities that help in some social issues. ( )

9- Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities. ( )

10- It is important to make sure of the source of information you get about different topics. ( )

11- The purpose of commercial websites is to sell products or provide services. ( )

12- Asynchronous communication requires communication and immediate response between people. ( )

13- Degital libraries provide searching for various media such as images and videos and downloading it. ( )

14- Google digital maps enable you to locate clear and accurate directions for places. ( )

15- Instant chat rooms are asynchronous communication tools ( )

16- Electronic museums allow users to view the museum on digital devices. ( )

17-Electronic mail is considered from synchronous communication tools which require an instant response. ( )

Test 2

Choose the correct answer from a, b, c or d.

1. To edit a document on a Word file, you must ....

A. Paste document. B. Select document.

C. Copy document. D. Delete document.

2- To solve the problem of the screen freezing, click ………

A. F5+Enter.

B. Del+F1.

C. Del+Alt+F7.

D. Crtl+Alt+Del.

3- Use ………… search engine on search.

A. Google **B. Home**

C. Paint. **D. Power Point.**

4- ………… is a chart that shows a specific content sequence in the form of a chart.

A. Storyboard.

B. Playlists.

C. Playback Tools.

D. Menu Bar.

Put (✔) mark in front of the correct statement and (✕) mark in front of the wrong statement:

1. **Paint program is used when working on various projects. ( )**
2. **Microsoft Word allows multiple users around the world to edit the same document online. ( )**
3. **Paint program is used to edit and save images. ( )**
4. **Microsoft Word is one of the useful programs for the implementation of a project. ( )**
5. **Before starting a project, it is not necessary for group members to understand their roles in the project.( )**
6. **Email helps you send your work to your teacher and group colleagues. ( )**
7. **The Internet enables you to download programs and applications from official application stores. ( )**

8. Computers use binary systems to store data. ( )
9. When you download a file for a specific program, this file appears to you in the Download folder. ( )
10. Computers do not understood Numbers in binary systems. ( )
11. The software on the computers must be constantly updated to work efficiently. ( )
12. The binary system uses 0,1 to express numbers on computers. ( )
13. Using Excel, you can add up a group of cells. ( )
14. Graphs and charts are a good way to share data.( )
15. Using Excel, you can perform a calculation on a group of cells. ( )
16. Power Point presentation program allows adding effects to slides. ( )
17. The Paint program helps you classify and process information. ( )
18. It is better to add audio content to enhance the text and image on the presentation. ( )
19. The presentation should contain a huge amount of information. ( )
20. Hypertext markup language (HTML) helps you to design a web page. ( )
21. The font size within the presentation should be appropriate and easy to read. ( )
22. HTML is an abbreviation for Hyper Text Markup Language. ( )

مراجعات النخبة

المراجعة النهائية- الفصل الدراسي الثاني 2025

ICT
Model Answer



5th Primary

Prepared by:
Mrs. Aya Khalid

Trust Academy Online

ICT

Choose the correct answer:

1- Digital citizenship is divided into ....

a. rights b. Responsibilities

c. a and b d. none of them

2- .... is example of reliable online libraries.

a. Alexandria Digital Library

b. The Egyptian Knowledge Bank

c. a and b

d. none of them

3- Microsoft Edge can help you ....

a. browse b. search c. stream d. All of them

4- Google Maps is considered ....

a. accurate b. regularly updated online

c. a and b d. none of them

5- To turn your device off, hold down the .... button.

a. power b. Esc c. enter d. space

6- .... program is used to make slideshows.

a. MS Word b. MS Excel

c. MS PowerPoint d. Paint

7- .... program is used to create tables and graphs.

a. MS Word b. MS Excel

c. MS PowerPoint d. WhatsApp

8- ……… language is used to create websites.

a. WordPress b. Google c. Website **d. HTML**

9- You can insert ……… to make text have even more impact.

a. Save **b. Word Art** c. Paint Art d. Art

10- ……… is/are one of the digital tools you need to create a digital project.

a. Speed b. Co-operative

c. The Paint program d. All the previous

11- In Excel program, the formula (= A3 / B5) is used in ……… operation.

a. addition b. multiplication

c. comparison **d. division**

12- A PowerPoint presentation shouldn't overwhelm the audience so it should take up time that is no longer than………

a. 30 slides b. the speed of the internet

c. 20 minutes d. the speed of the processor

13- ………… is from the rights of digital citizenship.

a. Privacy

b. Protection from piracy

c. Ability to engage with others online

d. All of them

14- When downloading a file from the internet, you will find it in the ………

a. Recycle bin b. Pictures folder

d. All of them **d. Downloads folder**

15- ……… is a program to use when working on projects used for writing and formatting texts.

a. Word b. Excel c. PowerPoint d. Paint

16- When creating a presentation, the font size should be………

a. difficult to read b. very small

c. easy to read d. boring

17- Many programs install necessary updates ………

a. manually **b. automatically**

c. directions d. none of them

18- Online maps can provide clear and accurate ………

a. engines b. schools **c. directions** d. none of them

19- Digital citizenship have rights, such as ………

a. privacy b. location c. keyboard d. none of them

20- The ………… program is used to create websites.

a. Photoshop b. keyboard

c. WordPress d. none of them

21- You can use …….sign to add the values of cells in Excel.

a. + b. = c. or d. /

ICT

22- In Excel ……… is the correct formula for adding content of A2, C3 cells.

a. =A2/C3 b. =A2+C3 c. =A2=C3 d. =A2 * C3

23- In PowerPoint you can add ……… to a slide.

a. sound b. shapes c. videos d. all of them

24- To save your document as a webpage select Save as- from ……….. menu.

a. View b. File c. Design d. Home

25- ……… are a way you can get information about a product.

a. Reviews b. Advertisements

c. a and b d. None of them

26- The 10-20-30 rule is used in ……… program.

a. PowerPoint b. Outlook

c. Paint brush d. Excel

27- To see an overview of your presentation, click in view then click ………

a. Normal b. Slide Show

c. slide sorter d. Read mode

28- ………… is a web browser that comes with Microsoft Windows.

a. Microsoft Word b. Microsoft Edge

c. a and b d. None of them

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29- Asynchronous communication tools include ………..

a. live television shows   b. email

c. instant chat rooms   d. all of them

30- ……….. help programs to run more efficiently.

a. Installs   b. Updates   c. Removes   d. Scans

31- When creating new email, you can attach ………

a. text file   b. image file   c. video file   d. all of them

32- An effective presentation is just like ………

a. TV show   b. story   c. movie   d. all of them

33- When your presentation is taking shape, look at the ……… tab

a. Home   b. Design   c. Review   d. Layout

34- Using a large image can ……… information for your story.

a. hide.   b. provide   c. breakup   d. ignore

35- You can use Ctrl + Alt + Del to solve the problem of screen freezes in ………

a. Windows PC   b. iPhone

c. Android   d. a smart watch

36- ……… is/are example of online reliable sources.

a. Alexandria Digital Library   b. Books

c. None of them   d. Social media posts

ICT

37- The purpose of commercial websites is ....

a. selling products or services b. watching films

c. education d. artistic expression

38- Microsoft Word program is one of .... Apps.

a. Microsoft Office 365 b. Microsoft Windows

c. programming languages d. gaming platforms

39- You can put important text in .... font to make key information stand out.

a. bold b. save c. hold d. file

40- In .... you can also export each collection to other apps, such as Excel and Word.

a. Google Chrome b. Microsoft Edge

c. Internet Explorer d. All of them

41- To add numbers you must first ....

a. select all cells that contain numbers

b. select the first cell containing numbers

c. select the last cell containing numbers

d. none of them

42- We add .... to enhance the text, provided that it is related to the displayed data and is not distracting.

a. graphics b. audio c. charts d. text

ICT

43- ……… is a tool for editing and checking for spelling and grammar.

a. Microsoft Editor b. Microsoft Edge

c. Microsoft Word d. Image viewer

44- The Egyptian Knowledge Bank is ……… website.

a. not reliable b. reliable

c. a social media site d. none of them

45- A program that allows users to edit and modify documents through online editing feature is ………

a. PowerPoint b. Paint c. Word d. Google sheets

46- A presentation should not contain more than ……slides.

a. 10 b. 20 c. 30 d. 40

47- To install a software in Android devices, go to ………

a. Google Chrome b. Google Play Store

c. Windows d. none of them

48- ………… Allow you to tell the story in a simple way.

a. Word b. Storyboard

c. Online libraries d. None of them

49- ……… Use to send your work to other group members.

a. Microsoft word b. Email

c. Microsoft paint d. Google Drive

50- For collecting data you can use ………

a. Word b. pen and paper

c. paint d. both a and b

ICT

51- Most software programs are ………… from the internet.

a. mover b. downloaded c. deleted d. copied

52- ……… tab contains the AutoSum function.

a. Layout b. Design c. Home d. Formula

53- One of the synchronous communications is ………

a. text messages b. recorded voice

c. instant chat rooms d. email

54- When the screen stops responding on a Windows computer, press ………

a. Del b. Ctrl + Alt + Del c. Alt d. Restart

55- ……… is a way to share information.

a. Pollution b. Privacy

c. Social media d. None of them

56- Protection from ……… is from your rights.

a. Piracy b. Privacy

c. both of them d. None of them

57- Online ……… sometimes include dictionaries, thesauruses, and encyclopedias.

a. museums b. maps c. libraries d. archives

58- Before opening any email attachment, you should make sure that it is ………

a. virus b. safe c. danger d. checked

59- In Android to check for updates, go to ……… then System Update.

a. System b. Search box c. Taskbar d. File

60- Subheadings have a ……… font size than heading.

a. bigger b. smaller c. larger d. the same

61- ………… are found directly with in a web page and provide results based on what you type in the field.

a. Menus b. Icons c. Search engines d. Links

62- Express your opinions in a ……… is one of social responsibility.

a. positive way b. negative way

c. both (a. and (b) d. neither (a. nor (b)

63- The result of the equation (= A3 + B3) will be ……… in case of A3= 5 and B3=3

a. 2 b. 8 c. 15 d. 2.5

64- The Editor icon is in Word's …………

a. title bar b. scroll bar c. tool bar d. menu bar

65- In the binary number system in the computer, the number (0) means ………

a. on b. off c. one d. none of them

66- A storyboard helps you make a presentation ………

a. unorganized b. organized

c. non understandable d. confusing

67- A web page can be opened using the program ………

a. Paint b. browser c. Antivirus d. a text editor

68- Use ……… to define accurate places.

a. Online museum b. Online libraries

c. Google Maps d. A dictionary

69- It's a language that will be displayed on a web browser ………….

a. HTML b. PHP c. CSS d. Java

70- ……… is/are wonderful reference sites that allow you to view museums digitally.

a. EKB b. Online maps

c. Online museums d. Online library

71- As a digital citizen, we have …… and responsibilities.

a. Rights b. false c. nice d. emotions

72- One of the asynchronous communication digital tools is …………

a. video chats b. recorded videos

c. chat rooms d. phone calls

ICT

Complete the following sentences:

(1)

(headings - Word - Meta information - WordArt - misleading)

6- In your presentation, you can insert ……… to increase the impact of your text.
7- ……… allow to read more about the site before clicking on the link.
8- Your story should have ……… that catches your audience's attention.
9- ……… is an efficient program to use when working on projects and it's used for writing and formatting texts.
10- Some reviews may be ……… Therefore, a comment that overly positivity or negativity should not be trusted.

→ 1- WordArt 2- Meta information 3- headings
4- Word 5- misleading

(2)

(Google and Bing - Email - Google Maps - Amazon - Movie Maker)

6- ……… is an example of asynchronous communication.
7- Search engines, such as ……… are very useful to look for information.
8- ……… provides clear and accurate direction to the required places.
9- ………… is an example of a commercial website.
10- ………… program is used to make a film from a selection of still images.

→ 1- Email 2- Google and Bing 3- Google Maps
4- Amazon 5- Movie Maker

ICT

(3)

(Wordpress - Privacy - Binary Numbers - Moviemaker - Power point)

6- The language understood by computer devices is called ………
7- One of Your rights as a digital citizen is …………
8- A program used to create websites is …………
9- A program used to create a presentation is …………
10- A program used to make a film from a selection of still images is ……………..

→ 1- Binary Numbers 2- Privacy 3- Wordpress
4- Power point 5- Moviemaker

(4)

(Online maps - Microsoft Edge - WordPress - Movie Maker – Ctrl + Alt + Del)

6- Software programs like …… are used to create websites.
7- …….. is a web browser that comes with Microsoft Windows.
8- ……… provide clear and accurate directions to the required places.
9- ………… program used to make a film from a selection of still images.
10- ………… used to solve the problem of screen freeze in windows.

→ 1- WordPress 2- Microsoft Edge
3- Online maps 4- Movie Maker 5- Ctrl + Alt + Del

ICT

(5)

(Windows - Movie maker - directions - CSR - HTML)

1- Microsoft Edge is web browser that comes with ……

2- You can use ……… to create film from a selection of still images.

3- ……… is the language that will be displayed on web browser.

4- ……… is abbreviation of Corporate Social Responsibility.

5- Online maps can provide clear and accurate ………

→ 1- Windows 2- Movie maker 3- HTML

4- CSR 5- directions

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(6)

(Excel program - The Egyptian Knowledge Bank (EKB) - Google Maps - Microsoft Edge - Download - Google Play Store - Polite)

1- ……… offers the world's largest collection of educational resources.

2- ……… can provide clear and accurate directions.

3- ……… is used to install software to Android device.

4. To install software; click on ………

5. ……… is the web browser.

6. Whenever you're communicating, you should be ………

7. ……… is used for numeric data drawn in the form of a graph.

→ 1- The Egyptian Knowledge Bank (EKB)

2- Google Maps 3- Google Play Store 4- Download

5- Microsoft Edge 6- Polite 7- Excel program

--

Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1- The presence of ……… inside the site is one of the most important features of useful websites.	a. overwhelm
2- ……… is a chart that shows a sequence of content that forms a plan or outline of your presentation.	b. real-time
3- Taking too much time in presentation will ……… the audience.	c. search engine
4- Before starting your project, you should ……… based on the strengths and interests of each individual in the group.	d. Storyboard
5- Synchronous communication is ……… communication between people.	e-assigning roles

→ 1- c   2- d   3- a
4- e   5- b

Put (✔) or (✕):

1- synchronous communication is real-time communication between people. (✓)
2- The binary system uses the values 1 and 2. (✗)
3- You can't attach a document to your email. (✗)
4- Helpful websites contain icons that can be clicked to reach other web pages. (✓)
5- If a site is spreading false or harmful information, stop visiting that site. (✓)

6- Movie Maker is used to create movies from a set of still images. (✓)
7- HTML is a program for creating presentations. (✗)
8- In the Windows operating system, some major updates require a restart. (✓)
9- The purpose of commercial websites is to sell products or services. (✓)
10- You should spread false information. (✗)
11- You can't download files from the EKB to your device. (✗)
12- Google Maps is considered accurate and regularly updated. (✓)
13- Use Microsoft Editor to check for spelling and grammar. (✓)
14- From the social responsibilities, respect the privacy of others. (✓)
15- The Egyptian Knowledge Bank offers content suitable for all ages. (✓)
16- The purpose of non-commercial websites is to sell products or services. (✗)
17- Search engines, such as Google or Bing are very useful. (✓)
18- Amazon is an example of a commercial website. (✓)
19- Within each collection we can add entire web pages. (✓)

20- All online information is trusted. (✗)

21- Computers use binary to store data more efficiently. (✓)

22- Information can be collected using Photoshop. (✗)

23- We can use Paint program to create webpages. (✗)

24- You can use the internet to help others via social media. (✓)

25- Excel program is used to create presentations. (✗)

26- You can't add shapes to slides in the PowerPoint program. (✗)

27- You can't add video to collection in Microsoft Edge.(✗)

28- EKB offers materials that are subject to copyright. (✓)

29- Downloading files from EKB to your device is not allowed. (✗)

30- Google Chrome is one of the browsers that comes with Microsoft Windows. (✗)

31- A PowerPoint presentation shouldn't present too much information. (✓)

32- We can buy products online from non-commercial websites. (✗)

33- Be polite and respectful when communicating online with others. (✓)

34- You can share any videos without checking their accuracy. (✗)

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35- Online libraries are helpful for searching different media, such as images and videos. (✓)

36- You cannot view any museum digitally. (✗)

37- You can use email to send your project to your teacher. (✓)

38- Microsoft Word program is not one of Microsoft Office 365 apps. (✗)

39- EKB and ADL content have specialized search engines. (✓)

40- You can use a collection to check the spelling and grammar. (✗)

41- Paint can save images you create and insert them into document. (✓)

42- Reviews are a way to get information about a product. (✓)

43- Excel is used to collect numerical data. (✓)

44- You cannot attach files to your message when creating new email. (✗)

45- It's important to plan your work before starting.(✓)

46- You should use negative words when communicating online. (✗)

47- Installation of new programs is limited to devices running the Android system only. (✗)

48- The Egyptian Knowledge Bank offers the world's largest collection of online educational resources. (✓)

ICT

49- EKB isn't free access for all Egyptian citizens.(✗)

50- Some reviews may not be entirely fake, but they may be misleading. (✓)

51- You can buy products online from non-commercial websites. (✗)

52- You can use Microsoft Word to make a film from a selection of still images. (✗)

53- Assigning roles is based on the interests of each group member. (✓)

54- When you start creating your website, you can choose a blank template. (✓)

55- Companies also use the internet to help others, by addressing environmental concerns. (✓)

56- Microsoft Word is an efficient program to use when working on projects can group members work together. (✓)

57- Microsoft Excel is used for gathering data and information. (✓)

58- You can use the PowerPoint program to show information in an appealing way by adding audio to enhance the text. (✓)

59- Helpful websites don't have search engines inside them. (✗)

60- PowerPoint is used to make a storyboard to help produce an effective presentation. (✓)

61- Meta information is displayed above link in the search engine results. (✗)

62- Synchronous communication tools include video chat. (✓)

63- The Alexandria Library is not a reliable online libraries. (✗)

64- Binary numbers are a language that the computer understands. (✓)

65- Word program is used to create websites. (✓)

Test1

Choose the correct answer:

1- using the internet by companies to help others, and addressing environmental causes is knowing as ……….

A. Challenges. B. showdowns.

C. corporate social responsibility (CSR).

D. Individual responsibility.

2- Emails, voice messages, and text messages are examples of .... communication.

a. synchronous b. asynchronous

c. simultaneous d. a and c

3- One of the synchronous communication digital tools is……………

a. video chat b. email

c. recorded videos d. none of them

4. From the examples of specialized search engines……..

A. **Bing.**

B. Word.

C. Excel.

D. Paint

5- From synchronous communication tools…………..

A. Email.

B. **Instant chat rooms.**

C. Recorded video.

D. Google search engine

Put (✓) mark in front of the correct statement and (X) mark in front of the wrong statement:

1- The Egyptian Knowledge Bank provides many free various educational materials. (✓)

2- The Egyptian Knowledge Bank is considered from the reliable online websites. (✓)

3- The Egyptian Knowledge Bank website provides the ability to download files to your device. (✓)

4- The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. (×)

5- Protection from piracy on the internet is from Digital citizenship rights. (✓)

6- The Internet is used to improve health care provided to citizens. (✓)

ICT

7- Respecting others' privacy is from the digital citizenship responsibilities. (✓)

8- The Internet contributes to social activities that help in some social issues. (✓)

9- Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities. (✓)

10- It is important to make sure of the source of information you get about different topics. (✓)

11- The purpose of commercial websites is to sell products or provide services. (✓)

12- Asynchronous communication requires communication and immediate response between people. (×)

13- Degital libraries provide searching for various media such as images and videos and downloading it. (✓)

14- Google digital maps enable you to locate clear and accurate directions for places. (✓)

15- Instant chat rooms are asynchronous communication tools (×)

16- Electronic museums allow users to view the museum on digital devices. (✓)

17-Electronic mail is considered from synchronous communication tools which require an instant response. (×)

==

Test2

Choose the correct answer from a, b, c or d.

1. To edit a document on a Word file, you must ....

A. Paste document.
C. Copy document.
B. Select document.
D. Delete document.

2- To solve the problem of the screen freezing, click ....

A. F5+Enter.
C. Del+Alt+F7.
B. Del+F1.
D. Crtl+Alt+Del.

3- Use ………… search engine on search.

A. Google B. Home C. Paint. D. Power Point.

4- ………… is a chart that shows a specific content sequence in the form of a chart.

A. Storyboard.
C. Playback Tools.
B. Playlists.
D. Menu Bar.

Put (✓) mark in front of the correct statement and (✕) mark in front of the wrong statement:

1. Paint program is used when working on various projects. (✕)
2. Microsoft Word allows multiple users around the world to edit the same document online. (✓)
3. Paint program is used to edit and save images. (✓)
4. Microsoft Word is one of the useful programs for the implementation of a project. (✓)

5. Before starting a project, it is not necessary for group members to understand their roles in the project. (X)
6. Email helps you send your work to your teacher and group colleagues. (✓)
7. The Internet enables you to download programs and applications from official application stores. (✓)
8. Computers use binary systems to store data. (✓)
9. When you download a file for a specific program, this file appears to you in the Download folder. (✓)
10. Computers do not understood Numbers in binary systems. (X)
11. The software on the computers must be constantly updated to work efficiently. (✓)
12. The binary system uses 0,1 to express numbers on computers. (✓)
13. Using Excel, you can add up a group of cells. (✓)
14. Graphs and charts are a good way to share data. (✓)
15. Using Excel, you can perform a calculation on a group of cells. (✓)
16. Power Point presentation program allows adding effects to slides. (✓)
17. The Paint program helps you classify and process information. (X)
18. It is better to add audio content to enhance the text and image on the presentation. (✓)

19. The presentation should contain a huge amount of information. (✗)
20. Hypertext markup language (HTML) helps you to design a web page. (✓)
21. The font size within the presentation should be appropriate and easy to read. (✓)
22. HTML is an abbreviation for Hyper Text Markup Language. (✓)
